987

# EDUCATIONAL PROGRAMS at Ft. Benjamin Harrison

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## Army Continuing Education System

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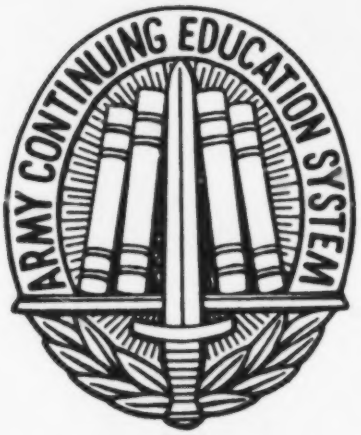
## THE ARMY CONTINUING EDUCATION SYSTEM LOGO




The sword at center represents the Army's educational responsibility; the books and the rays issuant in all directions from center are symbolic of the means for the educational aspirations and career goals of each soldier. The laurelin base alludes to the recognition of knowledge and skills acquired from military experience.

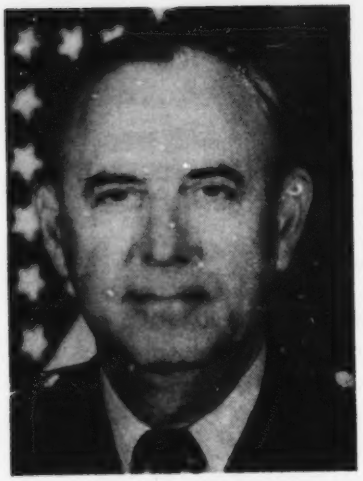
Before starting any course or program consult your education advisor in building 403, telephone 542-4394, AUTOVON 699-4394, FTS 335-4394.

Army Education Center, building 403, ext 4394
- Education Services Officer
- DANTES Testing, Military Personnel Testing, Counseling

Education Center Subcenter, building 672 (basement), ext 4400
- Basic Skills Education Program (BSEP)
- Career Soldier Education Program (CSEP)
- Army Apprenticeship Program, ext 4399

Learning Center, incl MOS/TEC Library, bldg 31, ext 4406

University Annex, building 43
- SOCAD Programs, Vincennes University, ext 4402
- Graduate Programs - Ball State University, ext 4396
- Learning Center Program Director, ext 4407



## COMMANDER'S MESSAGE

The Army Continuing Education System (ACES) at Fort Benjamin Harrison is part of the Army-wide program which provides educational opportunities for soldiers throughout the Army.

ACES is designed to help soldiers grow professionally and to obtain knowledge and skills that will benefit them as well as our Army. Programs are developed around scheduled training to support and enhance the soldier's career development.

Professional education counselors are available to help you and your family with educational planning. Take advantage of the wide range of programs available.

I urge you to read this brochure carefully and visit the Education Center as soon as possible.

Maurice O. Edmonds

MAURICE O. EDMONDS
Major General, USA
Commanding

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## DIRECTORY

Commercial 542 Autovon 699 FTS 335

Education Services Officer ..... 4388

Deputy Education Services Officer ..... 4389

Counselor ..... 4392

Education Services Specialist ..... 4407

Counselor ..... 4390

Education Technician ..... 4393

Receptionist ..... 4394

Test Proctors ..... 4395

BSEP/ESL/CSEP ..... 4400

Learning Center ..... 4406

Ball State University ..... 4396

Vincennes University ..... 4402

Army Apprenticeship Program ..... 4399

## EDUCATION CENTER SERVICES

**All education services are offered from 0730-1630, Mon-Fri, unless otherwise indicated below.**

SITE 1 EDUCATION CENTER BLDG 403 EXT 4394

COUNSELING services of experienced education counselors are offered to help personnel select an academic or occupational program of instruction. Information is available about the following programs and services:

HIGH SCHOOL & GED COMPLETION
OCCUPATIONAL AND VOCATIONAL GUIDANCE
GI BILL, VEAP, NEW GI BILL
SKILL RECOGNITION PROGRAMS
TUITION ASSISTANCE
EXTERNAL DEGREE PROGRAMS
TESTING (0730-2030: Mon-Thurs; 0730-1630 on Friday) ext 4395
DANTES/CLEP/MILITARY PERSONNEL TESTING
TRAINING & EDUCATION DATA SERVICE (TEDS)

SITE 2 UNIVERSITY ANNEX BLDG 43

VINCENNES UNIVERSITY OFFICE, ext 4402
SOCAD & ASSOCIATE DEGREE PROGRAMS
BALL STATE UNIVERSITY, ext 4396
GRADUATE PROGRAMS
JUNIOR & SENIOR LEVEL COURSES

SITE 3 LEARNING CENTER BLDG 31 EXT 4406

MOS/TEC LIBRARY (0800-2000: Mon-Fri, 0900-1700: Saturday)
ARMY CORRESPONDENCE COURSE CATALOGS
PLATO (COMPUTER-BASED INSTRUCTION)
TYPING CLASSES: Mon-Thurs: 1400-1900
FOREIGN LANGUAGE TAPES

SITE 4 SUBCENTER BLDG 672 (basement) EXT 4400

ADVANCED SKILLS EDUCATION PROGRAM (ASEP)
BASIC SKILLS EDUCATION PROGRAM (BSEP)
CAREER SOLDIER EDUCATION PROGRAM (CSEP)
CAREER SKILLS-Lab Area, Computer Applications
(1300-2100: Mon - Fri)
ENGLISH AS A SECOND LANGUAGE (ESL)
ARMY APPRENTICESHIP PROGRAM , ext 4399

SEE MAP ON PAGE 4 FOR SITE LOCATIONS

## INSTALLATION MISSION AND GOALS

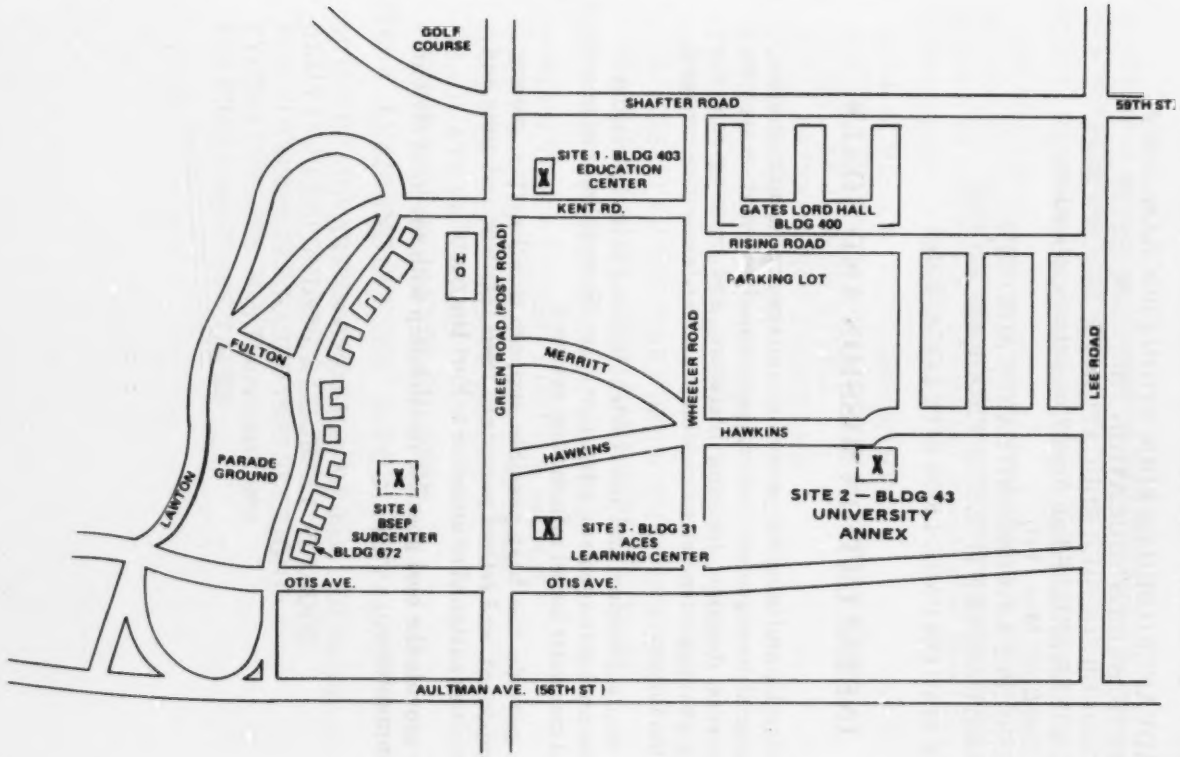
To develop and integrate personnel management, administration, financial management, and computer-based information systems concepts, doctrine, training literature, and training into the Army to support increased readiness and modernization now and in the future.

To conduct resident and non-resident training in the specialties of personnel management, administration, financial management and computer-based information systems.

To provide the best possible support to all active, reserve component, and retired personnel; their families; and units and activities assigned or attached to Fort Harrison.

To provide the best possible relationship with the local civilian communities.

## EDUCATION CENTER OPERATIONS



## EDUCATIONAL GOALS FOR ARMY PERSONNEL

The U.S. Army realizes the importance of civilian education and encourages its members to attain the following goals:

ENLISTED PERSONNEL should earn a high school diploma or state-issued high school equivalency by the end of the first enlistment.

NONCOMMISSIONED OFFICERS should: 1) obtain a high school diploma or GED equivalency certificate and GT of 100 or above before end of 2nd enlistment and 2) earn an associate degree or complete two years of college study in management or in a field of study related to their military specialty before the fifteenth year of service.

WARRANT OFFICERS should complete an associate degree in their career specialty or in management before the fifteenth year of service.

COMMISSIONED OFFICERS who lack a baccalaureate degree at the time of commission should: 1) attain a baccalaureate degree by the eighth year of commissioned service or by the time they are considered for the grade of major and 2) earn a graduate degree in a discipline validated by the Army Education Requirements Board (AERB).

## EDUCATIONAL SUPPORTING SERVICES

### COUNSELING

**The services of experienced education counselors are available to all soldiers to assist them in planning personalized civilian and military educational programs.**

**COUNSELING HOURS**
**Monday-Friday 0730-1630**

### EDUCATION PROGRAMS

**Assistance is offered in the selection of a program of instruction. Information may be obtained on earning high school or GED diplomas, associate, baccalaureate or graduate degrees, college accreditation and the arranging of interviews with university officials.**

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SKILL ORIENTED EDUCATION PROGRAMS

These programs are designed to help personnel develop their MOS related skills and to prepare soldiers for SQT testing. Courses of study are offered to advance personal career goals.

OCCUPATIONAL AND VOCATIONAL GUIDANCE PROGRAM

The Soldier is assisted in measuring and understanding his potentials, interests, abilities, and achievements, and relating them to educational and job-related goals for military as well as civilian careers. The Strong Vocational Interest Inventory, which indicates academic and occupational interests, is available at the testing center.

TESTING PROGRAM (See DANTES - next section)

The Testing Center provides monitored testing for credit, evaluation, and placement. Testing hours are:

Mon, Thurs 0730-2030
Friday 0730-1630

LEARNING CENTER

The Learning Center has updated information which include the latest Occupational Outlook Handbook, career booklets; college and vocational school guide, and educational directories. Catalogs of American and foreign colleges and universities are available on microfiche for reference.

Before starting any course or program consult a counselor at the Education Center, extension 4394, AUTOVON 699-4394.

## DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) is an educational support system which manages the credit by examination program formerly administered by USAFI. Through DANTES, CLEP General and Subject examinations and many of the former USAFI end-of-course tests are available. These examinations have been evaluated and certified for college-level credit by the American Council on Education. The Depart-

ment of the Army accepts them for credit toward its college equivalency standards. In addition, many colleges and university systems, through regular transfer-credit arrangements or external-degree programs, will grant up to two years of academic credits based on successful test results. For information call the testing section, building 403, extension 4395.

## CLEP SUBJECT EXAMINATIONS

The CLEP Subject Examinations are comparable to end-of-course tests and are accepted more readily by some colleges than the General Examinations. Subject examinations on file with the Education Center include: government, history, literature, business management, psychology, sociology, and accounting. Others are available by individual order.

## SUBJECT STANDARDIZED TESTS

Many of the USAFI end-of-course examinations have been evaluated and re-issued under the DANTES system. Tests in education, history, psychology, economics and a variety of business related subjects are also available. Numerous other tests in liberal arts and vocational-technical fields may be ordered from the testing service.

## AMERICAN COLLEGE TESTING SERVICE PROFICIENCY EXAMINATION PROGRAM (ACT/PEP)

Currently, ACT/PEP consists of approximately 24 examinations distributed among four academic areas: Arts and Science, Business, Education and Nursing. Some examinations cover content typically taught in introductory courses while other examinations are at more advanced levels.

These examinations are used to meet specific college degree requirements of Regents College Degrees and are accepted by many other colleges for credit.

B

## ARMY PERSONNEL TESTING

The Education Center Testing Section, Bldg 403, administers the military personnel testing program. The following are examinations in the MILPO inventory: Armed Forces Classification Test (AFCT) - The AFCT has replaced the ASVAB for inservice retesting; Defense Language Aptitude Battery (DLAB) - The DLAB estimates the ability of an individual to learn a new language in an appropriate training program; Defense Language Proficiency Test (DLPT) - tests servicemembers who claim to have proficiency in a foreign language; Officer Selection Battery (OSB) - is required for individuals applying for Office Candidate School.

To apply for an examination the soldier must submit a DA 4187 through the military personnel section of the Battalion.

The testing section also administers interest inventories, tests for English as a Second Language (ESL), the Practice GED, and diagnostic tests to Army personnel and family members. The Education Center offers the GED to military personnel only.

## TRAINING AND EDUCATIONAL DATA SERVICE (TEDS)

The Training and Educational Data Service (TEDS) provides summary information on all college degree programs in the United States. TEDS also offers occupational information for most civilian job titles listed by the Department of Labor. A counselor will provide a printout of all information requested to the counselee. For more information, call Ext 4394.

## SKILL RECOGNITION PROGRAMS

Skill Recognition Programs provide soldiers opportunities to document military skills and training in a form recognizable to potential civilian employers.

CERTIFICATION — Some Army MOS's correspond to civilian occupations that require licensing or certification in certain states or businesses. Certification requirements and agencies are listed in Army apprenticeship or industry pamphlets or in the DANTES Examination Program Handbook.

ACCREDITATION OF CIVILIAN — Other MOS's relate more closely to college credit. The American Council on Education (ACE) evaluates Army formal service school courses and MOS's. Based on these evaluations, ACE recommends the number of semester hours of credit which civilian schools may wish to award.

For further information, call the Education Center at extension 4394.

## ARMY APPRENTICESHIP PROGRAM

In cooperation with the U.S. Department of Labor, the Army is continuing to establish apprenticeship programs for soldiers working in MOS's that are apprenticeable in civilian work. The Army Education Center is responsible for local support.

Objective — The soldier who completes the program will receive a Certificate of Completion from the U.S. Department of Labor. Completion of the program should help the individual to be recognized as a journeyman in the trade for civilian work. Partial completion, verified by the individual records, should give the participant advanced standing when working in a civilian apprentice program for the same skill.

Methods — Participants keep records of daily work experience which are reviewed by work supervisors and the Education Center personnel. The Education Center has details on registration for the program and forms for keeping records.

B

Programs Available — As of this printing, programs are available for personnel working in the following MOS's:

05 B, C,
12 B, C,
21 G, L
22 L, N
23 N, U
24 C, E, G, H
J, K, L, M,
N, P, Q, U
25 L
26 B, C, D, H,
L, Q, R, T,
V, Y
27 B, E, F, G, H, N
31 B, E, F, G,
J, M, S, T,
V
32 F, G,
H
33 S
34 B, C, E, F, H, J, K
35 E, F, H, K, L
M, R
36 C,
H, K, L
41 C, E
44 B, E
45 B, G, K, L, N,
P, R, T, Z
46 N
51 B, C,
H, K, M,
N, R
52 C, E,
55 G
57 H
61 C, F
62 B, E, F, G,
H, J
63 B, D, E, G, H,
J, N, S, T, W, Y, Z
64 C
67 G, H, J,
M, N, T, U
V, X
68 B, F, G, J, M
72 E, G
76 W
81 B, E
82 B, C, D
83 E, F
84 B, C, F
92 C
94 B, F
96 C, D

NOTE: The programs are only for personnel working in the MOS's. The programs are not a means for changing one's MOS.

Contact Point—Call Ext 4399 or visit the Education Subcenter, Bldg 672, for enrollment information.

## LEARNING CENTER, BLDG 31
## HOURS OF OPERATION

The Learning Center (ext 4406) is open during the following hours:

| | |
|---|---|
| 0800 to 2000 | Monday thru Friday |
| 0900 to 1700 | Saturday |

The Education Center maintains this resource facility located in Building 31 for the use of soldiers in preparation for an SQT. The library contains references including Army Regulations, Technical Manuals, Field Manuals, Soldier's Manuals, and Training Extension Courses (TEC). Soldiers may check out reference materials and TEC lessons which also can be viewed using audiovisual equipment at the library. The soldier should visit the MOS Library well in advance of his test date to obtain or use these materials.

## TEC

Training Extension Course (TEC) audio-visual and written lessons are available for individual or group study. These materials were made specifically to support SQT training. The materials should be especially useful for studying and training on Common Tasks skills. Audio-visual equipment is available in the TEC Center to view the lessons and other training materials.

Besseler Que-See Viewer  Video Cassette Records/TV
Microfiche Viewers

## TEC CLASSROOM SCHEDULING

Two classrooms are available in the Learning Center for group study or group instruction. Unit and section trainers are encouraged to use this area for group training. Call Ext 4406 to schedule classrooms and media support.

A seminar room in Bldg 672 is available for scheduling by Training Managers. Call 4406 for scheduling information.

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## MILITARY CORRESPONDENCE COURSES

Education Center assistance for enrolling in military correspondence courses is provided at the Learning Center. DA Pamphlet 351-20 is the catalog for the Army Correspondence Course Program. Military correspondence courses provide excellent training and are a means of earning Promotion Points to E-5 and E-6.

## VIDEOTAPES

Instructional videotapes for individual or group use are available for the following subjects:

Speedreading
Effective Writing for Executives
Military Training Subjects (Catalogs available)
Communicating Successfully
Reenactment of Civil War & Revolutionary War Battles

## PLATO

The PLATO system offers computer-based instruction in many subjects at all levels. Terminals are located in the Learning Center, Bldg 31. Contact a counselor at Ext 4394 or visit the Education Center in Bldg 403 for more information.

## TUITION ASSISTANCE PROGRAM

Tuition assistance for servicemembers is paid according to the following formula:

| | |
|---|---|
| E-1 through E-4 | 75% |
| E-5 through E-9 | 90% if servicemember has less than 14 years of active service (use basic active service date) |
| E-5 through E-9 | 75% if servicemember has more than 14 years of active service |
| Warrant Officers | 75% |
| Commissioned Officers | 75% |

Application for tuition assistance will be made prior to registration on DA Form 2171 available at the Army Education Center. Personnel enrolling in Army Tuition Assisted courses who withdraw or fail to complete the course for reasons other than those beyond their own control will be required to refund the tuition assistance paid by the Army.

Tuition assistance will not be paid for service members who do not have sufficient time remaining in active service to complete the course for which tuition assistance is requested.

COMMISSIONED OFFICERS must agree to remain on active duty for a minimum of 2 years after completion of the course or courses. Officers may be released from the 2-year requirement, if they desire, by repaying the tuition assistance paid which resulted in the service commitment.

## VETERANS' EDUCATIONAL ASSISTANCE PROGRAM (VEAP)

The Veterans Educational Assistance Program (VEAP) is a voluntary contributory program for soldiers who initially entered active duty between 1 Jan 77 and 30 June 85.

FOR EXCEPTIONS, see section on GI Bill on page 14.

Participants contribute between $25 and $100 (in multiples of $5) each month. The total maximum contribution an individual can make is $2,700. The minimum enrollment period is 12 consecutive months.

The VA administers and matches each $1 contributed by the participant with $2. The maximum amount, including VA matching funds, which may be accumulated in a participant's fund is $8,100. There are also a number of additional VEAP "Kicker," benefits beyond the regular contributory program.

Following completion of the initial obligated tour, benefits may be used during the second term of service or upon discharge. The amount of the monthly benefit payment from the VA is determined by dividing three times the service member's account balance by the number of months paid into the account.

These benefits expire 10 years after last discharge or release from active duty.

Suspension of the monthly contribution or disenrollment from VEAP is possible and is initiated by the participant.

Servicemembers who have received refunds of prior Chapter 32 contributions or who suspended their contributions may reopen their accounts or may resume contributions.

If an individual changes his/her mind about going to school after the first term of service, the money he/she saved (but not the VA matching 2 for 1 contribution) will be refunded upon request.

For further information on VEAP and VEAP "Kickers," call extension 4394.

## VIETNAM ERA GI BILL

The Vietnam Era GI Bill provides educational benefits to veterans and active duty personnel who have at least 181 days continuous active duty service, any part of which occurred after 31 January 1955 and before 1 January 1977. Also eligible are personnel who meet all of the following criteria:

1. Contracted with the Armed Forces before 1 January 1977
2. Enlisted in or were assigned to a reserve component before 1 January 1977
3. Began active duty during 1977
4. Served the required period

Each eligible person with more than 18 months active duty is entitled to receive 45 months of full-time educational benefits, or the equivalent in part-time benefits.

These benefits can be used for 10 years after the soldier's last discharge or release but not later than Dec 31, 1989, whichever is earlier.

The GI Bill normally pays 100% of the tuition cost for active duty personnel. Payments are made by the VA directly to the service member. Application forms and further information are available at the Education Center, extension 4394.

NOTE: Soldiers eligible for GI Bill are **not** eligible for VEAP.

## THE NEW G.I. BILL

Soldiers who come on active duty between July 1, 1985 and June 30, 1988 will be automatically enrolled under the New G.I. Bill, unless they disenroll at the reception station. Once signed up, active-duty members will have $100 deducted from their pay for the first 12 full months of active duty. This deduction is non-refundable.

To qualify for benefits, active-duty members must:

(1) Serve at least three years of active duty after June 30, 1985, or

(2) Serve at least two years of active duty if initial obligation is less than three years, or

(3) Serve two years on active duty and four years of satisfactory participation in the Selected Reserve, and

(4) Must have received a high school diploma or equivalent prior to completion of their initial tour of active duty.

The new program pays a total benefit of $10,800 for three or four years' of service at the rate of $300 per month for up to 36 months. The program pays a total benefit of $9,000 for two years' service at the rate of $250 per month for 36 months.

Soldiers can begin using benefits after two years of active duty. Benefits expire 10 years after last discharge or release from service.

NOTE: Graduates of Service Academies and ROTC scholarship recipients are not eligible.

## THE NEW G.I. BILL FOR VIETNAM-ERA SOLDIERS

Vietnam-era G.I. Bill recipients (active duty prior to Jan 1, 1977), whose benefits expire Dec. 31, 1989, can convert to the New G.I. Bill. If these veterans elect to serve three years after June 30, 1985, they will qualify, on Jan. 1, 1990, for the new basic benefits of $300 for each month of school for a maximum of 36 months and half of their remaining Vietnam-era G.I. Bill benefits. There is a limit of 45 months of benefits under any combination of VA-administered programs.

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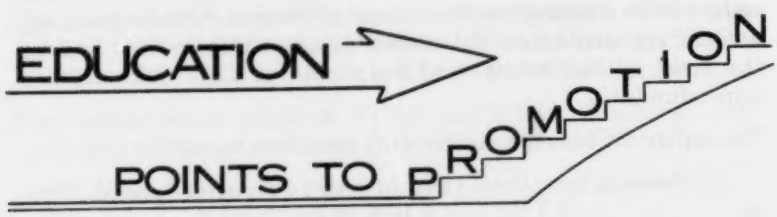
The expiration date of these two benefits is 10 years after the individual's last discharge or retirement from active duty.

Vietnam-era veterans make no contribution to the new program.




PROMOTION POINTS FOR EDUCATION

CIVILIAN EDUCATION (Maximum — 100 points)

For College Credits including credit by exams (DANTES, CLEP) and correspondence courses:
1 point per semester hour or equivalent
(1 quarter hour — 2/3 semester hour)

For Business or Trade School above the high school level:
1 point for each 16 hours of class

For Education Improvement — 10 points for completion of one of the following on active duty:
high school diploma or GED
college course or test
improved GT score

MILITARY EDUCATION (Maximum — 150 points)

For military correspondence courses and subcourses
1 point for each 5 credit hours earned
(No points allowed for duplicate courses)

For NCOES Courses — 30 points for completion of appropriate Primary level or Basic level NCOES course
3 points per week for other NCOES courses

For other military courses — 2 points per week
NO CREDIT FOR BCT OR AIT. Points are given for NCOES courses not credited above.
Ranger or Special Forces — 30 points

## BASIC SKILLS EDUCATION PROGRAM (BSEP)

The BASIC SKILLS EDUCATION PROGRAM (BSEP), is the Post Commander's primary on-duty military education program for personnel to provide servicemembers E-1 through E-5 with job related academic competencies necessary to improve skills required for military duties. The ACES staff strives to encourage and develop each soldier to his/her maximum potential.

BSEP provides soldiers instruction in reading, writing, speaking, listening and computing skills necessary to perform military duties through grade E5.

OBJECTIVES

1. To increase GT/AFCT/ASVAB scores to meet reenlistment criteria.

2. To correct educational deficiencies of E-1 — E-5 personnel when identified by Commanders.

ENROLLMENT

Instruction is individualized and self-paced. Call Ext 4400 for information on how to enroll in BSEP.

## ENGLISH AS A SECOND LANGUAGE (ESL)

As part of BSEP, ESL instruction provides speaking, listening, reading, and writing skills to soldiers and family members whose first language is not English.

## TYPING

Typing instruction is available for soldiers who need to improve job-related technical correspondence skills. Classes are held at 1400 to 1900 hours Monday through Thursday in the Learning Center, Bldg 31.

For information about any of these programs, call extension 4400.

## HIGH SCHOOL COMPLETION PROGRAM

Soldiers wanting to earn a high school diploma or prepare for the GED Equivalency Exam can attend off-duty courses at local schools. Tuition assistance will pay for 100% of each course. GED pre-testing is provided by the Education Center to determine if an individual is ready to take the GED. GED testing is fully funded for active duty military personnel and is administered at the Education Center, Bldg 403.

## EXTERNAL DIPLOMA PROJECT

The External Diploma Project is a high school completion program offered in cooperation with Day Adult High School, Indianapolis, IN. It is comprised of self-instructional tapes and workbooks for more than twenty academic courses. Students may obtain materials from the Education Center, Subcenter (Bldg 672) for study during off-duty hours. Application forms and registration information also are available at Bldg 403.

Call ext 4400 for information.

## CAREER SOLDIER EDUCATION PROGRAM (CSEP)

The Career Soldier Education Program (CSEP) is the commander's on-duty educational program for E-4 through E-9 personnel.

CSEP I provides EMs, E-4 through E-9, with the basic academic competencies necessary to perform successfully in NCOES. Commanders will refer soldiers selected to attend NCOES to the Education Center for testing.

CSEP II provides EMs, E-6 through E-9, with job-related basic academic competencies necessary to improve skills required for proficiency in military duties or to meet reenlistment requirements.

Career Soldier Education Program (CSEP) Lab Area, Bldg 672 (basement) 1300-2100; Mon-Fri. For more information, contact a counselor, Bldg 403, Ext 4394 or the CSEP counselor, Bldg 672, Ext 4400.

# ADVANCED SKILLS EDUCATION PROGRAM (ASEP)

**The Advanced Skills Education Program (ASEP) is a command, on-duty educational program designed to help NCO's meet their training responsibilities as supervisors, managers, and communicators. ASEP does not replace any facet of NCOES but complements and provides expanded opportunities in the NCO development process.**

## ASEP COURSES

**Counseling Soldiers**
**Preparing and Giving a Briefing**
**Leadership**
**Written Army/Business Communications**

**ASEP classes meet Monday through Thursday, 0700-0900 in Bldg 672. For more information on how to enroll, contact the ASEP counselor, Bldg 672, Ext 4400.**

C

# ASSOCIATE DEGREE COMPLETION PROGRAM BY AGREEMENT WITH VINCENNES UNIVERSITY

By agreement with Vincennes University, military personnel, dependents and civilians, (students enrolled in the Fort Harrison program) may transfer to Vincennes University up to 48 semester hours of previous college credit toward completion of the Associate degree. Completion of requirements for the Associate Degree may be fulfilled through classroom credit earned while at Fort Benjamin Harrison.

KINDS OF WORK AND CREDIT ACCEPTED:

Credits from any one, or combination of the following sources will be accepted, providing V.U. has an equivalent course:

1. Credits from accredited junior colleges, colleges, and universities.
2. USAFI/DANTES Courses: Maximum 30 semester hours.
3. CLEP: Maximum of 6 semester hours in each of the following General Examinations: English Composition, Humanities, Mathematics, Natural Sciences.
4. Maximum of 3 semester hours in each CLEP Subject Examination.
5. Service School Courses and MOS credit: As recommended by the American Council on Education.

GENERAL REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE:

To qualify for the Associate in Applied Science Degree, a student must satisfy the following requirements:

1. At least 62 credit hours with a minimum cumulative grade point average of 2.0 or C.
2. At least five credit hours in each of the following divisional areas:
   a. Humanities (This must include 3 hours of English Composition.)
   b. Science and/or Mathematics.
   c. Social Science

3. The required courses and number of hours on a specified curriculum.

4. At least 15 semester hours in residence with Vincennes University at Fort Benjamin Harrison.

## DEGREE COMPLETION PROGRAM (AR 621-1)

The Degree Completion Program enables selected commissioned and warrant officers to complete degree requirements at accredited colleges and universities. Students pursue minimum educational goals or graduate studies in shortage fields as determined by the Army. Individuals applying for Degree Completion must:

a. Possess high scholastic aptitude and career potential.

b. Have a minimum of three years continuous active Federal service and sufficient time remaining upon completion of a degree to fulfill the obligation incurred. Officers of reserve components on active duty must be serving in an indefinite category.

c. Agree to remain on active duty three years for each year of schooling or fraction thereof.

FUNDING — The Degree Completion Program is a partially-funded program. Persons selected for this program must pay all expenses including tuition, fees, and books. They will receive only pay and allowances authorized by AR 37-104-3, DODPM, and Vol 1, JTR. In-service GI Bill educational benefits may be available under the Veteran's Readjustment Act of 1966. PCS costs are authorized for schooling of 20 weeks or more.

APPLICATION — Application procedures are explained in chapter 6, AR 621-1. Individuals interested in applying for this program should discuss their educational background and goals with an educational advisor before applying.

## UNIVERSITY PROGRAMS IN THE INDIANAPOLIS AREA

Fort Harrison personnel may attend regular on-campus courses at the many institutions in the Indianapolis area. Course schedules are available at the Education Center at least two weeks prior to registration dates.

Fall (August) and spring (January) semesters and one or two summer sessions are offered by these institutions.

The following institutions in the Indianapolis area have been approved for tuition assistance for Army military personnel and have programs as indicated below:

Vincennes University (Junior College) — On post program. Undergraduate (Associate Degree Program)

Marian College — On campus program. Undergraduate

Ball State University — On post Graduate Program. On campus program. Undergraduate and Graduate (Fall, Winter, Spring, Summer I & II are quarter sessions)

University of Indianapolis — On campus program. Undergraduate and Graduate

Butler University — On campus program. Undergraduate and Graduate

Indiana University-Purdue University Indianapolis (IUPUI) — On campus program. Undergraduate and Graduate

## VINCENNES UNIVERSITY

Located on the banks of the Wabash River in Knox County about 150 miles southwest of Indianapolis, Vincennes University is the oldest institution of higher learning in Indiana. A community junior college, Vincennes University is also a Servicemembers Opportunity College.

Fort Harrison is a resident campus for Vincennes. Associate degree programs in Accounting, Behavioral Science, Business Management, Business Administration, Computer Technology, General Studies, Journalism, Law Enforcement, Liberal Arts and Legal Assistant/Paralegal are available.

Evening students with no previous college credit can complete ar associate degree in 26 months or less through the on-post program. Evening classes are 8 weeks in length, meeting twice weekly. Courses begin 5 times per calendar year.

Vincennes also offers lunch-hour and weekend classes on a regular semester schedule. Courses are primarily in the business and general education fields.

Vincennes employs a director at the University Annex to schedule classes, register students, and evaluate previously earned credit. The director also serves as the SOC and veteran's counselor and can be reached at extension 4402, bldg 43.

## BALL STATE UNIVERSITY

Ball State University offers five graduate degree programs on post. A Master of Public Administration (M.P.A.) Master of Arts in Executive Development for Public Service, Master of Arts in Political Science, Master of Arts in Adult Education and a Specialist in Education (Ed.S) degree are all available at Fort Harrison.

The M.P.A. is designed to provide graduate professional education to individuals who wish to prepare for administrative or research careers in government service. The program is also well-suited to those who wish to pursue a career in business. It consists of from 52 to 72 quarter hours of course work. The number of hours required depend on the student's background.

The M.A. in Executive Development for Public Service is a 45 quarter hour program requiring course work in 6 of 8 designated academic areas including management, political science, computer science and adult education. This program is particularly appealing because of its emphasis on executive development, the variety of undergraduate majors it accommodates, and the flexibility of course selection which it encourages.

The M.A. in Political Science prepares students for governmental employment. The M.A. in Adult Education allows a student to specialize in the development of educational programs for adults.

The Specialist in Education degree with a major in Education Management is a sixth year advanced graduate degree for students already holding a Master's degree.

The university also offers a certificate program in Modern Military History at the undergraduate and graduate level.

The Ball State University main campus is located in Muncie, Indiana, 50 miles northeast of Indianapolis. The state supported university offers several programs of instruction leading to associate, baccalaureate, masters, specialties, and doctoral degrees.

For further information, contact the Ball State office at extension 4396.

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## BUTLER UNIVERSITY

Butler University is a private institution of higher learning located on the northwest side of Indianapolis. Within the university are the colleges of Liberal Arts and Sciences, Education, Business Administration and Pharmacy. Other components of the university are The University College, Jordan College of Music, The Graduate School and the Evening Division. The campus is 25 minutes from Ft. Harrison. The curriculum includes undergraduate and graduate degree programs in business administration and education.

## INDIANA UNIVERSITY-PURDUE UNIVERSITY OF INDIANAPOLIS (IUPUI)

IUPUI is a joint campus of Indiana and Purdue Universities in Indianapolis. A wide variety of programs leading to Associate, Bachelors, and Masters degrees are offered. Areas of study include Business Administration, Computer Science, Engineering Technology, and Nursing, along with many others. IUPUI enrolls 22,000 students each fall and spring semester.

## UNIVERSITY OF INDIANAPOLIS

In May 1986 Indiana Central University became the University of Indianapolis. It is a private liberal arts university located 5 miles south of downtown Indianapolis. The college has an evening division and offers Associate, Bachelors and Masters degrees in a variety of academic and technical fields. New programs include associate degrees in the areas of Legal Assistant and Legal Secretary. Bachelors degrees in Law Enforcement and Public and Community Affairs are also available.

## MARIAN COLLEGE

Marian College is a four year liberal arts college located on the west side of Indianapolis.

Marian offers credit as recommended by the American Counsel on Education for military service schools, CLEP examinations, and DANTES tests.

## FOREIGN LANGUAGE TAPES

Tape courses in beginning German, Spanish, Italian, Portuguese, Turkish, Arabic, Japanese, and Korean are available at the Learning Center, Building 31. Tape enhancement courses for certified linguists are provided for German, Russian, Spanish, Korean, Japanese, Chinese, Czechoslovakian, and Polish. German Gateway tapes are available for advanced students.

## ADMINISTRATION

### REGISTRATION/ENROLLMENT

The On-Post college programs are announced in the post newspapers and in the Bulletin. Registration is conducted in building 43 as announced.

Off-Post University registration information is available at the Education Center.

Tuition Assistance Forms DA 2171 may be obtained from the Education Center. The soldier will receive current cost and information on the university procedures from an Education Center counselor.

Appropriate forms and information on the GI Bill and VEAP may be obtained from the Education Center.

### REQUESTS FOR SERVICE/SPECIAL PROGRAMS

A Unit Commander may request special programs of instruction to be provided for an individual or group. The Unit Commander or his representative should contact the Education Center at 542-4394 to develop a program.

### REQUEST FOR BRIEFINGS

The Education Center will conduct group educational briefings at the unit or work site upon request.

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## FAILURE TO COMPLETE A COURSE

Soldiers enrolled in Army tuition-assisted courses who withdraw for reasons within their control must refund the tuition assistance paid by the Army. This includes required withdrawal due to official separation, confinement or similar administrative action by the commander for disciplinary or fraudulent causes.

Circumstances beyond the control of a soldier will be validated in writing by the unit commander or a designated representative. Examples include: Transfer from the post, extended illness, prolonged emergency leave, and performance of military duties which prevents class attendance.

The Education Services Officer will obtain reimbursement of the tuition costs from soldiers who accept tuition assistance and fail to complete a course because of: nonattendance for reasons within their control, retirement or resignation, failure to reenlist after executing a statement of intent, or administrative action taken by the commander for disciplinary reasons or for fraud.

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